

Wednesday, April 14, 2004

**REPORTING OF THE RECORD TASK FORCE
BUSINESS MEETING**

**Administrative Office of the Courts
Sequoia Conference Room
Third Floor
455 Golden Gate Avenue
San Francisco, CA 94102
Phone: 415-865-7530**

**Wednesday, April 14, 2004
1:00 p.m. to 5:30 p.m.**

AGENDA

THIS AGENDA IS SUBJECT TO CHANGE

(Items Not Completed on This Day Will Carry Over to the Next Day)

Tab	Time	Item	Action Required	Presenter/Facilitator
	1:00 – 1:05 p.m.	Opening Remarks	❖ None	Administrative Presiding Justice James A. Ardaiz
	1:05 – 1:35 p.m.	Public Comment	❖ None	Administrative Presiding Justice James A. Ardaiz
	1:35 – 1:45 p.m.	Major Accomplishments from the Last Meeting	❖ None	Administrative Presiding Justice James A. Ardaiz
1	1:45 – 4:00 p.m.	The Civil Record: Appellate and Non-Appellate Cases Break <i>Attachment (E-mailed):</i> <ul style="list-style-type: none">• <i>The Civil Record: Appellate and Non-Appellate Cases (Draft Recommendation)</i>	❖ Review and Finalize Recommendation	Administrative Presiding Justice James A. Ardaiz Ms. Sharon Maher

Wednesday, April 14, 2004

Tab	Time	Item	Action Required	Presenter/Facilitator
2	4:00 – 5:15 p.m.	Transcript Format – Identification of Inaudible and Unintelligible Speech <i>Attachment (E-mailed):</i> <ul style="list-style-type: none"> <i>Identification of Inaudible and Unintelligible Speech in Records Produced from Non- Stenographic Reporting Methods (Draft Recommendation)</i> 	❖ Review and Finalize Recommen- dation	Administrative Presiding Justice James A. Ardaiz Ms. Sharon Maher
	5:15 – 5:25 p.m.	Transcript Format: <ul style="list-style-type: none"> Status Chart 	❖ Review Chart	Ms. Sharon Maher
	5:25 – 5:30 p.m.	Shuttle Information	❖ None	Ms. Claudia Ortega
	5:30 p.m.	Adjournment	❖ None	Administrative Presiding Justice James A. Ardaiz

Thursday, April 15, 2004

**REPORTING OF THE RECORD TASK FORCE
BUSINESS MEETING**

**Administrative Office of the Courts
Sequoia Conference Room
Third Floor
455 Golden Gate Avenue
San Francisco, CA 94102
Phone: 415-865-7530**

**Thursday, April 15, 2004
8:30 a.m. to 5:30 p.m.**

**AGENDA
THIS AGENDA IS SUBJECT TO CHANGE**

(Items Not Completed on this Day Will Carry Over to the Next Day)

Tab	Time	Item	Action Required	Presenter/Facilitator
	8:30 – 8:45 a.m.	Recap of the Previous Day's Discussion	❖ Discuss the Previous Day's Progress	Administrative Presiding Justice James A. Ardaiz
	8:45 – 9:15 a.m.	Public Comment	❖ None	Administrative Presiding Justice James A. Ardaiz
	9:15 – 9:25 a.m.	Draft Minutes – March 2004 <i>To Be Distributed at the Meeting:</i> <ul style="list-style-type: none">• <i>Draft March 2004 Minutes</i>	❖ Discuss and Approve the Minutes	Administrative Presiding Justice James A. Ardaiz
	9:25 – 9:30 a.m.	Web site Correspondence to the Task Force www.courtinfo.ca.gov/courtadmin/jc/advisorycommittees.htm	❖ Discuss Any Correspondence Received	Administrative Presiding Justice James A. Ardaiz

Thursday, April 15, 2004

Tab	Time	Item	Action Required	Presenter/Facilitator
1	9:30 – 11:00 a.m.	Transcript Format: <ul style="list-style-type: none"> • Online Registration & Certification <i>Attachment (E-mailed):</i> <ul style="list-style-type: none"> • <i>Revised Mock Online Registration Site</i> <i>To Be Distributed at the Meeting:</i> <ul style="list-style-type: none"> • <i>Mock Electronic Certificate</i> • <i>Mock Electronic Receipt</i> 	❖ Finalize Recommendation	Ms. Sharon Maher
	11:00 – 12:00 p.m.	Delivery, Maintenance, and Storage: Reporters' Notes and Redaction Issues <i>To Be Distributed at the Meeting:</i> <ul style="list-style-type: none"> • <i>Delivery, Maintenance, and Storage: Transcripts and Reporters' Notes (Draft Recommendation)</i> 	❖ Review and Finalize Recommendation	Ms. Sharon Maher
	12:00 – 1:00 p.m.	Lunch		
2	1:00 – 2:00 p.m.	Non-Stenographic Reporting Methods: Records and Reporters <i>Attachment (E-mailed):</i> <ul style="list-style-type: none"> • <i>Non-Stenographic Reporting Methods: Records & Reporters (Draft Recommendation)</i> 	❖ Review and Finalize Recommendation	Administrative Presiding Justice James A. Ardaiz
	2:00 – 4:00 p.m.	Transcript Format: Font Style; Font Size; Pitch; Time Stamping; Right Margins; and Characters Per Line Break	❖ Review and Finalize Recommendations	Ms. Kary Parker Ms. Julie Peak Ms. Sharon Maher
	4:00 – 4:15 p.m.	Transcript Format: Right Indentation for Quoted Material and Jury Instructions	❖ Finalize Recommendations	Ms. Sharon Maher

Thursday, April 15, 2004

Tab	Time	Item	Action Required	Presenter/Facilitator
	4:15 – 5:25 p.m.	Transcript Format: Binding	❖ Review and Finalize Recommendation	Ms. Maura Baldocchi Mr. Gary Cramer Ms. Deena Fawcett Ms. Kary Parker Ms. Sharon Maher
	5:25 – 5:30 p.m.	Shuttle Information	❖ None	Ms. Claudia Ortega
	5:30 p.m.	Adjournment	❖ None	Administrative Presiding Justice James A. Ardaiz

Friday, April 16, 2004

**REPORTING OF THE RECORD TASK FORCE
BUSINESS MEETING**

**Administrative Office of the Courts
Sequoia Conference Room
Third Floor
455 Golden Gate Avenue
San Francisco, CA 94102
Phone: 415-865-7530**

**Friday, April 16, 2004
8:30 a.m. to 12:30 p.m.**

**AGENDA
THIS AGENDA IS SUBJECT TO CHANGE**

Tab	Time	Item	Action Required	Presenter/Facilitator
	8:30 – 8:45 a.m.	Recap of the Previous Day's Discussion	❖ Discuss the Previous Day's Progress	Administrative Presiding Justice James A. Ardaiz
	8:45 – 9:15 a.m.	Public Comment	❖ None	Administrative Presiding Justice James A. Ardaiz
	9:15 – 9:25 a.m.	Court Reporter Education Project Update <i>To Be Distributed at the Meeting:</i> <ul style="list-style-type: none">• Memorandum from Ms. Maggie Cimino (Education Division)	❖ Review Memorandum	To Be Determined
	9:25 – 12:00 p.m.	Augmentation and Correction of the Record Break	❖ Discuss Issues and Finalize Recommendation	Ms. Sharon Maher
	12:00 p.m.	Adjournment	❖ None	Administrative Presiding Justice James A. Ardaiz